Michaela Community School
GOVERNING BODY MEETING
Minutes of meeting Monday 18th December 2023

Date and time:	**Location**:
Monday 18th December 2023, 5.30pm	Meeting held remotely via Zoom

Attendees:		
Name	**Present**	**Role**
Chidi Amadi (CA)	Present	Governor (Chair)
Sharon Brittan (SBri)	Apologies	Governor (Vice Chair)
Pia Decarlucci (PD)	Present	Governor
Mohsin Drabu (MD)	Present	Governor (Finance)
Katharine Birbalsingh (KB)	Present	Head Teacher
Katie Ashford (KA)	Present	Staff Governor
Iskander Fernandez (IF)	Apologies	Parent Governor
Adeyemi Fasogbon (AF)	Apologies	Parent Governor (Careers)
Matthew Godfrey (MG)	Present	Governor (Careers)
Rebecca Williams (RW)	Present	Governor
Lundi Nyoni (LN)	Apologies	Governor (Finance)
Daniel Hall (DH)	Present	Governor
Stephanie Ting (ST)	Present	Governor (Safeguarding, SEND)
Brett Williams Yale (BWY)	Present	DHT
Ali Mansfield (AM)	Present	Clerk

No.	**FGB Items**	**Action**
1.	**Welcome and apologies** CA welcomed governors to the meeting. Apologies were received and accepted from Sharon Brittan, Iskander Fernandez, Adeyemi Fasogbon and Lundi Nyoni.	
2.	**Declaration of Business Interests** ***To confirm that all governors have completed new declarations for this academic year:*** Outstanding declarations to be sent to Ali Mansfield as a matter of urgency.	**All**

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	Governors to declare any conflicts of interest for this agenda: No conflicts of interest were declared. ***Governors to declare any gifts or hospitality received in their role as a governor of MCS:*** None declared. ***To note nil return on the Gifts & Hospitality Register for 22/23:*** The Finance Manager reported that the Gifts & Hospitality Register for 22/23 was a nil return.	
3.	**Election of Chair and Vice Chair** Chidi Amadi indicated his willingness to continue as Chair of Governors for a further year and was elected unopposed and unanimously. Sharon Brittan had indicated her willingness via the clerk to continue as Vice Chair of Governors for a further year and was elected unopposed and unanimously.	
4.	**Appointment of Clerk** Governors agreed to appoint Ali Mansfield as clerk for a further year.	
5.	**Governing Body Membership** • To note Katie Ashford's term of office expired on 08.12.23 and consider reappointment: Since there were no other members of staff wanting to take on the Staff Governor role, governors agreed that Katie Ashford would continue in the position for a further term of office. • Confirm named governors: o Safeguarding – Stephanie Ting o SEND – Stephanie Ting o Careers – Matthew Godfrey and Adeyemi Fasogbon	
6.	**Membership and Remit of Finance Governors** Governors agreed that the Finance Governors should continue in an advisory role with the following responsibilities: o Review annual budget and recommend to FGB for approval o Review monthly management accounts and highlight any concerns o Review Finance Policies and recommend to FGB for approval o Meet annually with the auditors to receive the statutory accounts and recommend to FGB for approval o Prepare SRMSAT for review and approval by FGB	
7.	**Minutes of last meeting (13th July 2023)** ***To agree the minutes of the previous meeting:*** The minutes of the meeting held on the 13.07.23 were agreed as an accurate record. ***Matters arising not covered elsewhere on this agenda:***	

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	At the meeting in July Governors had agreed that they wanted to show their appreciation to staff for another hugely successful Ofsted outcome. Following discussion between KB and CA it was decided that it would be appropriate to cover the cost of the staff Christmas Party from school generated funds. The party took place last week and staff were grateful for the gesture.	
8.	**Academy Accounts 2022/23** • ***Finance Governors to report on meeting with auditors, Blick Rothenberg, which took place on 15th December 2023:*** Chidi Amadi reported that it had been another clean audit with no issues raised. The school continues to be well run financially and is in healthy financial position. Although there was an in-year deficit of £225k, this included provision for the legal case of £140k, which was an unexpected cost, and capital works in excess of £200k. Reserves remain high at £1,539,889. • ***To receive and agree auditors' finalised accounts for 2022/23 for submission to the ESFA and Companies House:*** Governors approved the finalised accounts from Blick Rothenberg for submission.	
9.	**Finance** ***Budget position at Month 2:*** Income for the period is £30,624 positive to budget (3.2%). This includes additional sixth form funding of £9k (£22k across the year) and £5k of additional interest received for the first two months. Some of the additional income is offset by additional costs as detailed in the narrative on the budget report. Expenditure for the period is £58k above budget (12%). Staff costs are in line with budget. This indicates a saving as the budget was set with a 3.5% increase for teachers, actual increase was 6.5%, so would expect to see an overspend in this area. The additional 3% will be covered by a grant of £82k from the DfE which is not included in the budgeted income and has not yet been received so will have positive impact. Budget areas which are seriously overspent are: Teaching staff recruitment - £10,949 overspent – agency fee of £10905 not budgeted. Repairs and maintenance of buildings - £11,249 overspent - £6500 was for unbudgeted remedial works to staircases. Repairs and maintenance grounds - £10,153 overspent – this is down to repairs to drains which will be covered by insurance, funds now received. Health & Safety - £6092 overspent - £8440 of the spend is the annual spider treatment which takes place in the autumn term. There is a deficit of £45,285 against a forecast deficit of £17,982 at the end of month 2.	

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Trial Balance: System generated TB circulated and noted by governors.

Cash Balances at 31.10.23:
Current Account - £25,000.00
Reserve Account - £1,1073,950.66
35 Day saver - £765,299.40
Total – 1,864,250.06

Cash Flow: Report circulated and noted by governors.

Pupil numbers:

Year 7	120
Year 8	122
Year 9	124
Year 10	123
Year 11	117
Year 12	66
Year 13	52
Total	724

Catering account to 31.08.23: Catering account was circulated to governors. It was noted that there was a deficit of £19k for the year. The price of a school lunch will increase to £3.10 from September, AM and BWY will monitor closely.

KPIs: A report showing comparative outcomes for last year and this year was provided, there was nothing exceptional to note.

Finance Policy: The following changes were recommended by the Finance Manager and approve by governors:

- Petty cash imprest increased from £500 to £1000
- Petty cash approval by Finance Assistant raised to £50 (from £30)
- Risk Register is maintained by the Finance Manager (not the Operations Manager)
- Business Continuity Plan is maintained by the Operations Manager (not the Finance Manager)
- Purchase orders no longer required for orders below £2000
- Office Manager added to online banking

Gifts & Hospitality Policy: This policy is reviewed annually by the Headteacher who recommended that no changes were necessary, policy ratified unchanged by governors.

Internal Controls Report Summary 2022-23: Governors noted the contents of the summary report which will be submitted to the ESFA with the annual accounts.

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10. Risk Register

The following amendments were agreed:

- Item 1: School is unable to set a balanced budget and in-year deficits significantly utilise cash reserves - move to High Probability, Low Impact (because of high level of reserves)
- Item 4: An uncontrollable economic event occurs eg. energy crisis, recession – move to Medium Probability, Medium Impact
- Item 6: Difficulty in recruiting high calibre staff in shortage subjects – move to Moderate Probability, Medium Impact (fully staffed in shortage subjects)

11. Business Continuity Plan

Governors approved the BCP which had been created by the Operations Manager.

12. Policies

Governors ratified the following policies had been updated this term and approved by the HT/Chair's Action:

Attendance Policy	H&S Policy
Behaviour Policy	Pay Policy
Charging and Remissions Policy	Pupil Premium Strategy Statement
Complaints Policy	Pupil Premium Spending and Impact
Data Protection Policy	SEN Information Report
Educational visits Policy	Sex and Relationships Policy
First Aid Policy	Supporting Pupils with medical needs Policy

13. Safeguarding

Safeguarding report from Katie Ashford:
All new staff have received safeguarding training.
There are currently low numbers of children on plans:
2 x Looked After Children
1 x Child in Need
5 x Child Protection Plans
All governors to read Part 1 of KCSiE 2023:
Governors confirmed receipt of KCSiE 2023 and noted the requirement to read and raise any questions with KA.
Note updated Child Protection & Safeguarding Policy 2023 approved by Chair's Action: Governors noted that the school's Child Protection and Safeguarding Policy had been updated with regard to the new requirements of KCSiE and staff trained accordingly.

14. HT Verbal Report including Data Presentation from BWY

Term is going well.

Recruitment of staff for next year is underway. One member of staff is

	starting in January and another in April. The school is slightly understaffed at the moment due to three maternity leaves. Internal cover is provided as always. There have been significant issues with the drains under the playground. These have now been dealt with, cost covered by insurance. The internal reconfiguration work to create an additional dining hall was completed successfully over the summer holidays, children and staff are now able to eat according to year groups which is extremely beneficial. **Data – GCSE Results** Michaela achieved the best Progress 8 results nationally again this year (2.37). BWY has carried out some analysis of just how impressive an achievement this is. He highlighted the following: • Seven of the top ten schools are faith schools who do not have to work so hard to create an ethos. Parents chose these schools deliberately, and there are often hoops to jump through to obtain a place, which equates to a form of selection. • Staff from Eden Boys and Girls Schools, who were also in the top 10, visited Michaela today and were amazed at what they saw. • Mercia School who were third are known as 'Michaela of the North' as they follow closely practices at Michaela. In addition, pupils take Sports Studies BTEC which is a non-academic qualification. • Tauheedul Girls School, in second place, take the Cambridge National IT exam which is an easy qualification, plus lots of the pupils got a grade 9 in Urdu. • Pupils at The Steiner Academy make good progress, but from such low starting points that their grades at GCSE are poor. • Looking at grammar schools, pupils have high KS2 data and should therefore get excellent GCSE results. However, maximum progress for a grammar school is 0.8 and six of the top ten grammar schools had a lower percentage of pupils achieving a grade 9 at GCSE than Michaela. One pupil at Michaela achieved a Gold in the UK Maths Challenge for Year 11. This pupil applied to grammar school but was at the bottom end of the 11+ results, highlighting the progress which pupils make at Michaela. CA commented that this analysis emphasised just how revolutionary Michaela is. Governors noted that the current Year 11 had better starting points in Year 7 so it will be hard to match these Progress 8 score in 2024.	
15.	**AOB** None.	

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16.	**Date of next meeting** AM to send Doodle Poll in the spring term.	